

TALLULAH FALLS SCHOOL

IMPORTANT INFORMATION



2022 - 2023

MIDDLE SCHOOL • GRADES 5 - 8

UPPER SCHOOL • GRADES 9 - 12

2022 2023

SCHOOL CALENDAR

- STUDENTS IN SCHOOL
- TEACHER WORKDAY
- CAMPUS CLOSED
- TESTING DATES
- MID-MESTER (UPPER SCHOOL ONLY)

AUGUST 2022						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-5: PRE-PLANNING FOR FACULTY/STAFF
- 2: NEW INTERNATIONAL STUDENT ARRIVAL
- 5: NEW/RETURNING BOARDING STUDENT MOVE-IN
- 8: CLASSES BEGIN

SEPTEMBER 2022						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5: LABOR DAY (NO SCHOOL)
- 19-23: MID-MESTER UPPER SCHOOL EXPERIENCE*

*THE MID-MESTER EXPERIENCE IS A STUDENT-DRIVEN, WEEK LONG EDUCATIONAL EXPERIENCE DESIGNED TO BRING THE REAL WORLD INTO THE CLASSROOM AND THE STUDENTS INTO THE REAL WORLD.

OCTOBER 2022						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7: 1/2 DAY FOR STUDENTS/STAFF
- 7-16: FALL BREAK
- 16: BOARDING STUDENTS RETURN BY 5:45PM
- 17: CLASSES RESUME

NOVEMBER 2022						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7: TEACHER WORKDAY/GISA CONFERENCE
- 18: THANKSGIVING HOLIDAY 1/2 DAY FOR STUDENTS/STAFF
- 18-27: THANKSGIVING HOLIDAY
- 27: BOARDING STUDENTS RETURN BY 5:45PM
- 28: CLASSES RESUME

DECEMBER 2022						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12-15: UPPER SCHOOL FINAL EXAMS
- 15: CHRISTMAS HOLIDAY 1/2 DAY FOR STUDENTS
- 16: TEACHER WORKDAY/FINAL EXAM MAKE-UP
- 15-JAN 2: CHRISTMAS HOLIDAY FOR STUDENTS/STAFF

JANUARY 2023						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2: BOARDING STUDENTS RETURN TO CAMPUS
- 3: TEACHER WORKDAY/NEW STUDENT ORIENTATION
- 4: CLASSES RESUME

FEBRUARY 2023						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 24: WINTER BREAK 1/2 DAY FOR STUDENTS/STAFF
- 24-28: WINTER BREAK

MARCH 2023						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

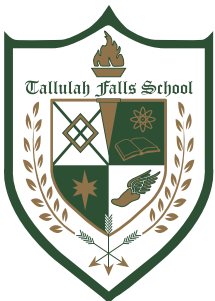
- 1-5: WINTER BREAK
- 5: BOARDING STUDENTS RETURN BY 5:45PM
- 6: CLASSES RESUME
- 31: SPRING BREAK 1/2 DAY FOR STUDENTS/STAFF

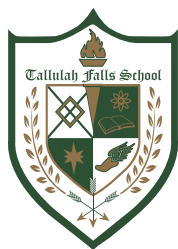
APRIL 2023						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- MARCH 31 - APRIL 10: SPRING BREAK
- 10: BOARDING STUDENTS RETURN BY 5:45PM
- 11: CLASSES RESUME

MAY 2023						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 16: EARLY RELEASE AT NOON - MIDDLE SCHOOL LAST DAY
- MIDDLE SCHOOL AWARDS DAY AND GRADUATION
- 17: 9TH-11TH GRADE AWARDS DAY
- 19: EARLY RELEASE AT NOON - UPPER SCHOOL LAST DAY
- SENIOR AWARDS DAY & GRADUATION
- 22-24: POST PLANNING FOR FACULTY/STAFF





TALLULAH FALLS SCHOOL

MIDDLE SCHOOL

CLASS SCHEDULE

5th Grade Schedule

1st Academic	8-9
Fine Arts	9-9:50
2nd Academic	9:55-10:55
Lunch	11-11:30
AR/Writing	11:30-11:50
Recess	11:50-12:20
3rd Academic	12:25-1:25
PE	1:30-2:20
Study Hall	2:20- 2:50

7th Grade Schedule

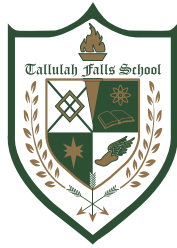
1st Period Exploratory	8:00 - 8:50
2nd Period	8:53 - 9:43
3rd Period	9:45 - 10:35
AR	10:35 - 11:00
4th Period Exploratory	11:00 - 11:50
Lunch	12:00 - 12:30
5th Period	12:35 - 1:25
6th Period	1:28 - 2:18
Study Hall	2:18 - 3:00

6th Grade Schedule

8:05-8:55	1st Period
9:00-9:50	PE Exploratory
9:55-10:45	2nd Period
10:45-10:58	Study Hall
11:00-11:30	Lunch
11:35-12:25	3rd Period
12:30-1:20	4th Period
1:23-2:13	Fine Arts Exploratory
2:15-2:33	Study hall and AR
2:35-2:55	Outside time and Naviance

8th Grade Schedule

8:00-8:50	1st Exploratory
8:53-9:43	1st academic
9:43-9:55	AR
10:00-10:50	2nd Exploratory
10:53-11:43	2nd academic
11:45-12:30	3rd academic
12:30-1:00	Lunch
1:15-2:05	4th academic
2:08-2:50	AR/study hall



TALLULAH FALLS SCHOOL

MIDDLE SCHOOL

ATTENDANCE POLICY

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. A middle school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents must contact the middle school front desk.

Routine medical appointments should be handled when students are on official leave from school. Appointments made during school time will be excused only if the Academic Dean is notified. The Academic Dean determines which absences are excused or unexcused. If a student is absent due to illness, injury or family emergency, the student will be excused. If a student has an excused absence, the student can make up work that is missed. It is the responsibility of the student following an excused absence to consult with the teacher immediately upon returning to class to review any make-up work requirements. The student has the same number of days to make up work, including tests, as days missed. In case of extended medical absences, special provisions will be made. If a student is absent from class due to sporting events, extracurricular activities or field trips, assignments are due the following day.

If a student's absence is unexcused, the student cannot make up any work missed during the absence and will receive zeroes for every assignment missed.

Tardiness is the arrival of a student after the scheduled time that school or a class begins. Students who arrive to class late create a disruption regardless of the reason. Because of the negative effects it has on the classroom, appropriate penalties may be imposed for excessive tardiness.

Being "on time" is a life skill that we would like to instill in our students. We appreciate the support of our parents and guardians in this venture.



TALLULAH FALLS SCHOOL
UPPER SCHOOL
CLASS SCHEDULE

US ODD/EVEN Bell Schedule

US Odd/Even Bell Schedule

7:45 - 8:15 Morning Tutorial
8:15 - 9:45 1st or 2nd Period
9:50 - 11:20 3rd or 4th Period
11:25 - 1:40 5th or 6th Period
1st Lunch -
Lunch (11:25 - 11:55)
Class (12:00 - 1:40)
2nd Lunch -
Class (11:25 - 11:55)
Lunch (11:55 - 12:25)
Class (12:30 - 1:40)
3rd Lunch -
Class (11:25 - 12:35)
Lunch (12:35 - 1:05)
Class (1:10 - 1:40)
4th Lunch -
Class (11:25 - 1:05)
Lunch (1:10 - 1:40)
1:45 - 3:15 7th or 8th Period
3:15 - 3:45 Afternoon Tutorial
11:30-12:00 Study Hall
12:00-12:25 Lunch
12:30-1:20 3rd Academic
1:23-2:22 4th Academic
2:25-2:55 WIN

US Family Day Schedule

7:45 - 8:15 Morning Tutorial
8:15 - 9:30 1st or 2nd Period
9:35 - 10:00 Family Group or Class Time
10:05 - 11:20 3rd or 4th Period
11:25 - 1:40 5th or 6th Period
1st Lunch -
Lunch (11:25 - 11:55)
Class (12:00 - 1:40)
2nd Lunch -
Class (11:25 - 11:55)
Lunch (11:55 - 12:25)
Class (12:30 - 1:40)
3rd Lunch -
Class (11:25 - 12:35)
Lunch (12:35 - 1:05)
Class (1:10 - 1:40)
4th Lunch -
Class (11:25 - 1:05)
Lunch (1:10 - 1:40)
1:45 - 3:15 7th or 8th Period
3:15 - 3:45 Afternoon Tutorial

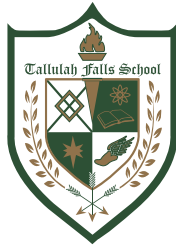
US Inclement Weather Schedule

Classes will alternate between Odd and Even Day Schedules

10:00 - 10:45 1st or 2nd Period
10:50 - 11:35 3rd or 4th Period
11:40 - 1:40 5th or 6th Period
1st Lunch -
Lunch (11:35 - 12:05)
Class (12:10 - 1:40)
2nd Lunch -
Class (11:40 - 12:05)
Lunch (12:05 - 12:35)
Class (12:40 - 1:40)
3rd Lunch -
Class (11:40 - 12:40)
Lunch (12:40 - 1:10)
Class (1:15 - 1:40)
4th Lunch -
Class (11:40 - 1:05)
Lunch (1:10 - 1:40)
1:45 - 3:15 7th or 8th Period
3:15 - 3:15 Announcements

US 8-Period Day Schedule

7:45 - 8:15 Morning Tutorial
8:15 - 8:55 1st Period
9:00 - 9:40 2nd Period
9:45 - 10:25 3rd Period
10:30 - 11:10 4th Period
11:15 - 1:00 5th Period
1st Lunch 11:15 - 11:50
2nd Lunch 11:50 - 12:25
3rd Lunch 12:25 - 1:00
1:05 - 1:45 6th Period
1:50 - 2:30 7th Period
2:35 - 3:15 8th Period
3:15 - 3:45 Afternoon Tutorial



TALLULAH FALLS SCHOOL

UPPER SCHOOL

ATTENDANCE POLICY

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. A middle school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents must contact the middle school front desk.

Routine medical appointments should be handled when students are on official leave from school. Appointments made during school time will be excused only if the Academic Dean is notified. The Academic Dean determines which absences are excused or unexcused. If a student is absent due to illness, injury or family emergency, the student will be excused. If a student has an excused absence, the student can make up work that is missed. It is the responsibility of the student following an excused absence to consult with the teacher immediately upon returning to class to review any make-up work requirements. The student has the same number of days to make up work, including tests, as days missed. In case of extended medical absences, special provisions will be made. If a student is absent from class due to sporting events, extracurricular activities or field trips, assignments are due the following day.

If a student's absence is unexcused, the student cannot make up any work missed during the absence and will receive zeroes for every assignment missed.

Seniors may have three days of absence to tour colleges. This absence is excused if the visitation is cleared by the Academic Dean no less than five days before the scheduled college visit. Juniors are allowed two college visits during spring.

Tardiness is the arrival of a student after the scheduled time that school or a class begins. Students who arrive to class late create a disruption regardless of the reason. Because of the negative effects it has on the classroom, appropriate penalties may be imposed for excessive tardiness.

Being "on time" is a life skill that we would like to instill in our students. We appreciate the support of our parents and guardians in this venture.

Instructions for Creating a FACTS Family Portal Login

FACTS Family Portal allows parents and guardians to view their student's grades, assignments and announcements. The parent or guardian who completed the online enrollment packet has already created a FACTS Family Portal account. If another parent or guardian wishes to have access to student information, the instructions for creating an account are outlined below. If you have any questions, please contact the Admissions Office.

- Go to www.tallulahfalls.org and find the **Community** menu. Select **FACTS Family Portal** from the menu bar.
- After the Family Portal Login screen opens, select **Create New Family Portal Account**.
- Enter **TF-GA** into the District Code field.
- Enter your email address as provided to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Type your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window and log into Family Portal as instructed below:
 - Navigate to www.tallulahfalls.org and go to the Community menu. Select **FACTS Family Portal** from the menu bar.
 - Type TF-GA into the District Code box
 - Type in your username and password
 - Click Login

Introducing the New TFS Connect App

NEW! Connect with Tallulah Falls School by downloading the new mobile app. Check student schedules, homework and grades, access news stories and social media accounts, watch videos, review upcoming events, apply for financial aid, make tuition payments, exercise generosity through online giving. The app is free to TFS parents and students.

1. Go to the iOS App Store or Google Play Store on your mobile device.
2. Search for Tallulah Falls School to find the TFS Connect App.
3. Download the app and follow the instructions to create a profile.
4. Tap the FACTS icon to access one of the FACTS Family Portal features. Log in with your FACTS Family Portal account.
5. You now have access to all your Portal information within the app. Enjoy!



Tallulah Falls School

Department Contact Information

Admissions

Office: 706-754-0400
Fax: 706-754-5757

Athletics

Lauren Brown
Athletic Trainer
lauren.brown@tallulahfalls.org
706-839-2099 (office)

Jo Kimbrel
Middle School Athletic Director
jo.kimbrel@tallulahfalls.org
706-839-2047 (office)
706-839-2058 (fax)

Scott Neal
Athletic Director
scott.neal@tallulahfalls.org
706-839-2004 (office)
706-839-2027 (fax)

Boarding Office

Office: 706-839-2002
Fax: 706-754-9933

Jimmy Franklin
Dean of Students
jimmy.franklin@tallulahfalls.org
706-839-2022

Sarah Lowry
Assistant to the Dean of Students
sarah.lowry@tallulahfalls.org
706-839-2002

Business Office

Pamela Vaughan
Accounts Receivable
(Tuition Payments)
pamela.vaughan@tallulahfalls.org
706-839-2028
706-839-2037 (fax)

Campus Security

Cell: 706-499-1716

Dustin Rogers
Director of Security
dustin.rogers@tallulahfalls.org
706-839-2056 (office)
706-839-2058 (fax)

Dormitories

Boys Dorm Upstairs- 706-839-2014
Boys Dorm Downstairs- 706-839-2015
Girls Dorm Upstairs- 706-839-2016
Girls Dorm Downstairs- 706-839-2017

Middle School

Office: 706-839-2045
Fax: 706-839-2058

David Chester
Middle School Academic Dean
david.chester@tallulahfalls.org
706-839-2045

Elizabeth Kyle
Middle School Counselor
elizabeth.kyle@tallulahfalls.org
706-839-2057

Carol Madden
Middle School Assistant Academic Dean
carol.madden@tallulahfalls.org
706-839-2012

Middle School IT Office
706-839-3041

Tammy Metcalf
Middle School Academic Assistant
tammy.metcalf@tallulahfalls.org
706-839-2045

Leigh-Anne McClellon
Middle School Nurse
leigh-anne.mcclellon@tallulahfalls.org
706-839-3075

Transportation

Jimmy Franklin
Student Shuttle Routes
Bus Driver Schedules
jimmy.franklin@tallulahfalls.org
706-839-2022

Dustin Rogers
Student Parking
dustin.rogers@tallulahfalls.org
706-839-2045

Upper School

Office: 706-839-2001
Fax: 706-754-9933

Michelle Barron
Upper School Counselor
michelle.barron@tallulahfalls.org
706-839-2019

Julie Potteiger
Upper School & Boarding Nurse
meg.chatman@tallulahfalls.org
706-839-2006 (office)
706-839-2029 (fax)

Brandy Corbett
Upper School Director of College
Counseling
brandy.corbett@tallulahfalls.org
706-839-2042

Kim Popham
Upper School Academic Dean
kim.popham@tallulahfalls.org
706-839-2001

Ashley Farris
Upper School Academic Assistant
ashley.farris@tallulahfalls.org
706-839-2001

Upper School IT Office
706-839-3042

Jim Van Hooser
Director of Curriculum
jim.vanhooser@tallulahfalls.org
706-839-2027

Jane Johnston
Learning Center Coordinator
christy.whitener@tallulahfalls.org
706-839-2060

Rainen Wade
International Counselor
rainen.wade@tallulahfalls.org
706-839-2064

Ingles Tools for Schools

You can register your Ingles card online at <https://www.ingles-markets.com/toolsforschools>.

Our school code is 10600.

Kroger

You can also register your Kroger card at www.KrogerCommunityRewards.com.

Amazon Smile

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support Tallulah Falls School every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to TFS.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile (smile.amazon.com), you need to select Tallulah Falls School to receive donations from eligible purchases before you begin shopping. Every eligible purchase you make at smile.amazon.com will result in a donation to TFS.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases. The purchase price is the amount paid for the item minus any rebates and excluding shipping & handling, gift-wrapping fees, taxes, or service charges. From time to time, we may offer special, limited time promotions that increase the donation amount on one or more products or services or provide for additional donations to charitable organizations. Special terms and restrictions may apply. Please see the relevant promotion for complete details.